

COMPENSATION & BENEFITS

Annual Salary: \$208,573 to \$315,692

The appointee will receive an annual salary, commensurate with qualifications and earning history, as well as an excellent program of benefits that allows employees to choose the benefits that meet their specific needs.

The package includes:

- Retirement plan - a contributory defined benefit plan
- Cafeteria Benefit Plan
- Flexible Spending Accounts
- Savings Plan (401K)
- Deferred Compensation Plan (457)
- Holidays - 11 paid days per year



HOW TO APPLY

This position will be open from **March 28, 2016** ,until **April 1, 2016**. Please go to: <http://hr.lacounty.gov/> and submit your application, cover letter, resume, record of accomplishments, verification of degrees, and current salary.

For confidential inquiries, please contact:

Bill Dukes
Department of Human Resources
Talent Solutions Division
(213) 974-2454
wdukes@hr.lacounty.gov



SENIOR ASSISTANT COUNTY COUNSEL (UC)

Open from March 28, 2016 through April 1, 2016

Restricted to employees of the County of Los Angeles



To enrich lives through effective & caring service.





THE COUNTY

The County of Los Angeles, listed on Forbes' Best Employers of 2015, has a demographically and geographically diverse population of more than 10 million residents. As the largest employer in Southern California, over 100,000 employees in more than 35 departments provide vital and wide-ranging public services.

THE OFFICE OF THE COUNTY COUNSEL

The Office of the County Counsel acts as the legal advisor to the Board of Supervisors, County officers and departments, special districts, and certain other public agencies, such as the Metropolitan Transportation Authority.

The Office works to protect the County from risk and loss associated with its day-to-day operations. Legal assistance encompasses advising on the law as it applies to County operations; drafting legal documents; representing the County in civil actions, workers' compensation matters, and dependency court cases; and serving as issuer's counsel in public financing transactions. County Counsel also assists in presenting the County's position in the State Legislature and before State and federal regulatory agencies and administrative hearing boards.

The Office's current operating budget is over \$100 million and includes funding for approximately 580 positions.

THE POSITION

The position of the Senior Assistant County Counsel assists the County Counsel by directing a practice group consisting of several divisions within the Office of the County Counsel. As a member of the County Counsel's Executive Office, the Senior Assistant County Counsel is called upon to advise the Board of Supervisors, its members and key staff, as well as County departments. The Senior Assistant County Counsel directs the administration of the various divisions assigned to the subordinate practice group, administrative functions, and ensures that legal services and advice are provided in a timely and efficient manner. The position coordinates and manages formal opinions, Board letters, and other significant attorney-client communications originating from the law divisions.

EXAMPLES OF DUTIES

- Directs, through subordinate managers, the work of two or more divisions and cross-divisional teams of attorneys providing advice and legal services to the Board of Supervisors, Chief Executive Office, County departments, and various other special districts and commissions.
- Assists in the development of management policies, procedures, and systems to carry out the goals and objectives of the Department, and formulates and implements administrative and technical policies.
- Provides advice to officers of County departments, special districts, commissions, boards, and other official bodies on unique, complex, controversial, or politically sensitive legal matters.
- Assists the County Counsel in preparing for meetings of the Board of Supervisors, advising the Board at such meetings, and in drafting specialized opinions.
- Provides advice to the County Counsel on departmental initiatives and budget matters, and recommends and justifies measures to meet present and future personnel, space, and material requirements.
- May act for the County Counsel or Chief Deputy County Counsel as directed.

MINIMUM REQUIREMENTS

Eight years' experience as an attorney and demonstrated knowledge, skills, and abilities required in managing a major project. Such management includes responsibility for the provision of legal advice to officials; the management of the project in a cost-effective manner; the technical and administrative direction of staff or project; and other administrative duties necessary to conduct the affairs of the project.

DESIRABLE QUALIFICATIONS

- Progressively responsible experience in a variety of civil law specialties or areas, including but not limited to medical malpractice, employment law, law enforcement, and civil litigation.
- Progressively responsible experience managing the practice of transactional and public law in a public entity law office, including such issues as land use, the Brown Act, public contracts, and ethics and conflict of interest issues.
- Knowledge of management principles involved in strategic planning, resource allocation, personnel, financial planning, and coordination of people and resources.
- Demonstrated ability to work effectively with elected officials, agency staff, and members of the legal system.
- Demonstrated knowledge or understanding of internal audit controls, risk management, and contract management.
- Demonstrated ability to use technology effectively to improve communication and case management, prepare cases for trial, manage documents, track litigation trends, and control legal fees and costs.
- Demonstrated ability to apply creative and innovative solutions to complex problems.
- Advanced education in public administration, business administration, or civil law.

LICENSES

- 1) Admission to practice law in California;
- 2) A valid California Class "C" driver's license or the ability to utilize an alternative method of transportation when needed to carry out essential job-related functions.

OTHER: U.S. citizenship is required for appointment